Technology Enhancement Grant

Technology Plan

Technology is the technical means people use to improve their surroundings. It is also knowledge of using tools and machines to do tasks efficiently. For the purpose of the Technology Enhancement Grant and your organization's technology plan the word "technology" defines all digital hardware, software, video and graphic capabilities, lighting and sound systems, and training in the use of this digital equipment.

The purpose of the technology plan is to document current technology assets, needs, and long range goals.

The technology plan helps an organization to use technology as a tool to accomplish its mission, save money on technology, buy what is needed, avoid crisis, and use staff time more effectively.

Below is a suggested outline for you to use when developing your organization's technology plan, but you are not limited to this format. There is no maximum or minimum length for the plan. The technology plans of small organizations may be less than one page in length, while organizations with more complicated technology systems may need ten or more pages.

If you have questions please contact Foster Billingsley at the Virginia Commission for the Arts (804) 225-3132 or foster.billingsley@arts.virginia.gov .

SECTION 1: TECHNOLOGY LEADERSHIP
1. Who is involved in the technology planning for the organization? List staff names and job titles.
2. Who is the lead person that coordinates the technology planning and implementation?
3. Who manages the ongoing care and maintance of the technology hardware and software?
4. What are the responsibilities and expectations of the lead person coordinating the organization's technology planning and the person maintaining the organization's technology infrastructure?
5. How often do those involved in the organization's technology planning meet to review the progress, success or failure of the plan? Who evaluates the plan? How often is the plan updated?

SECTION 2: ASSESS CURRENT RESOURCES
1. What technology does your organization currently have in place? List the specifics of the type of hardware / software, age of the technology, and number of each type of equipment.
2. How well is the current technology working? Is the technology breaking down? Does the technology meet the organization's needs?
3. What technology documentation does the organization have? Does the organization have a procedural manual on the operation of the organization's technology in case the key technology person leaves? Does the organization have a document on how to restore the technology in case of a disaster?

4. **Hardware assessment:**
   a. What type of network system does your organization have? (stand alone computers or network capabilities for staff to interact with each other)
   b. Security – access policies and protocols. What security system is currently in place such as password protection and organization guidelines on computer usage?
   c. Does the organization have a back up system in place to save data in case of computer failure or other disasters? How is the data backed up and how often? Who performs the back up of data?
5. **Software Assessment:**
   a. What virus protection software is installed on your hardware? How often is the virus protection software updated and run on the desktops and server?
   b. Does your current software (word processing, accounting, publication, video and graphic, etc.) meet the needs of the organization?
   c. Does your organization currently use a database? What database program do you use? Does the database meet your organization's needs?
   d. Does your organization integrate its databases to track ticketing, fundraising and accounting to engage new audiences and develop new revenues?
6. **Website / Internet Assessment:**
   a. Does your organization currently operate a website?
   b. Who develops and manages your website?
   c. Does your organization use the website for online ticketing and fundraising?
   d. What email program does your organization use?
7. **Staff Assessment:**
   a. What technology skills does your staff have?
   b. What technology training does the organization provide for new employees?
   c. Who provides the technology training for the staff?
   d. Does the organization offer training to the staff for new technology introduced to the organization?

SECTION 3: DEFINE ORGANIZATION NEEDS – TECHNOLOGY VISION

1. What will technology help you do that you can't do already? How will it enhance or improve the delivery of your mission, engage new audiences and develop new revenues?
2. What technology is mission critical for your organization? Describe what you want to do not what you want to buy.
   ➢ Today
   ➢ In six months
   ➢ In a year
3. Describe future technology improvements, upgrades and purchases planned for your organization.
4. What are the benefits from the planned technology improvements, upgrades and purchases?
5. What is the timeline for the planned technology improvements, upgrades and purchases?
6. What are the projected costs for the planned technology improvements, upgrades and purchases?
7. What training will be offered to the staff with the planned technology improvements, upgrades and purchases?
8. Has the organization incorporated the planned technology improvements, upgrades and purchases in the annual budgets?